



THE CITY OF SAN DIEGO

City of San Diego
Development Services
 1222 First Ave. • MS-301
 San Diego, CA 92101-4154
 (619) 446-5000

Mechanical Permit Application

1. Project Address: Include Building or Suite No.					Permit No. For City Use Only M-		
Description of Work							
Existing Use							
<input checked="" type="checkbox"/> Applicant Name Please check one <input type="checkbox"/> Contractor <input type="checkbox"/> Agent for Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Agent for Owner							
Address		City		State		Zip Code	
						Telephone	
3. Property Owner/Lessee Tenant Name Please check one <input type="checkbox"/> Owner <input type="checkbox"/> Lessee or Tenant							
Address		City		State		Zip Code	
						Telephone	
4. Contractor Name							
Address		City		State		Zip Code	
						Telephone	
State License No.		License Class			City Business Tax No.		
Licensed Contractor's Declaration: I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. Signature _____ Title _____ Date _____							
5. Workers' Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations: <input type="checkbox"/> a. I have and will maintain a certificate of consent to self-insure for workers' compensation as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. <input type="checkbox"/> b. I have and will maintain workers' compensation, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Insurance Co. _____ Policy No. _____ Expiration Date _____ (This section need not be completed if the permit is for one hundred dollars (\$100) or less). <input type="checkbox"/> c. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions. Signature _____ Date _____ Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.							
6. Owner-Builder Declaration: I hereby affirm that I am exempt from the Contractor's License Law for the following reason [Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9, commencing with Section 7000, of Division 3 of the Business and Professions Code) or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500)]: <input type="checkbox"/> I, as owner of the property, or my employees with wages as their sole compensation, will do the work and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.). <input type="checkbox"/> I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law). <input type="checkbox"/> I am exempt under Section _____, B.&P.C. for this reason: Signature _____ Date _____							
7. Construction Lending Agency: I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C). Lender's Name _____ Lender's Address _____							
8. Applicant's Signature: I certify that I have read this application and state that the above information is correct, and that I am the owner or the duly authorized agent of the owner. I agree to comply with all city and state laws relating to building construction. I hereby authorize representatives of the City of San Diego to enter upon the above-mentioned property for inspection purposes. If, after making the Certificate of Exemption from the Workers' Compensation provisions of the Labor Code I should become subject to such provisions, I will forthwith comply. In the event I do not comply with the Workers' Compensation Law, this permit shall be deemed revoked. Signature _____ Date _____							

Fee Worksheet

Complete to determine permit fee.

Fee Description	No.	Fee	Total
Issuing Fee			
Required for each permit			
Furnaces (F.A.U., Floor)		15.00 ea	
Furnaces (Wall)		10.00 ea	
Floor Furnace & Vent		15.00 ea	
Heater (Wall)		15.00 ea	
Appliance Vent /Chimney(Only)		15.00 ea	
*Refr Compressor		30.00 ea	
*Boiler up to 500k BTU		35.00 ea	
*Boiler > 500k-2,000k BTU		50.00 ea	
*Boiler More Than 2,000k BTU		100.00 ea	
Chiller		25.00 ea	
Fan Coil Unit		15.00 ea	
*Heat Pump (Package Unit)		15.00 ea	
Heater (Unit, Radiant, etc)		20.00 ea	
Air Handler w/ducts to 10k CFM		10.00 ea	
Air Handler More Than 10k CFM		20.00 ea	
Duct Work Only		20.00 ea	
Evaporative Cooler		15.00 ea	
Make-up Air System		15.00 ea	
Moisture Exhaust Duct(Clothes Dryer)		5.00 ea	
Variable Air Volume Box(Inc Duct work)		5.00 ea	
Vent Fan (Single Duct)		15.00 ea	
Vent System		15.00 ea	
*Exhaust Hood & Duct		35.00 ea	
Non-residential Incinerator		60.00 ea	
Refrigerator Condenser Remote		15.00 ea	
Walk-in Box/Refrig Coil		15.00 ea	
Gas System (First Outlet)		20.00 ea	
Gas Outlets (Each Additional)		3.00 ea	
Other Mechanical Fees		75.00 ea	
Other Mechanical Inspections		75.00 hr	

Total

*Mechanical Plan Checker approval required before commercial or multifamily permit may be issued.

This information is available in alternative formats for persons with disabilities.
 To request this information in alternative format, call (619) 446-5446 or (800) 735-2929 (TT).
 See our World Wide Web Site: www.ci.san-diego.ca.us/development-services

DS-3032-M (10-00)

Important Instructions to Applicant

These miscellaneous permits can be obtained at the same time the building permit is issued by completing this worksheet. When a building permit is not being issued, Mechanical, Plumbing and Gas, and Electrical Permits are issued at:

A. Development Review Center, 1222 First Avenue, (619) 446-5000. Also by mail at the above address or by FAX using a Visa or MasterCard. Phone (619) 446-5350 for further information.

B. Inspection Services Office, 9601 Ridgehaven Ct., Suite 220, (858) 492-5070. (Payment by check or money order *only*).

C. Community Service Centers. Call (619) 446-5350 for Community Service Center locations.

An application for a combination permit should be submitted for any work involving a single-family residence or duplex. For Commercial and Multi-Family construction, separate permits are required for all structural, electrical, mechanical or plumbing work. California State law requires that every permit applicant provide specific information and certain declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. If you are a Licensed Contractor, you must provide the required declarations identified by section numbers 4, 5 and 8, as appropriate. If you are an Owner-Builder, you must provide the required declarations identified by section numbers 4, 5, and 8 as appropriate.

The following instructions apply to all permit applicants.

1. Permit type: Provide the address of the property, existing use of the site and structures, and a complete description of the proposed work.

2. Applicant

This person is either the owner or contractor or their agent.

3. Property Owner

This may be a person, company, corporation or a partnership. This information can be found on the property deed and on any property tax bill or property tax statement.

The following instructions describe who may sign the required declarations.

4. Licensed Contractor

This statement may be signed by the contractor or a corporate officer of a construction company including President, Vice President, Secretary, Treasurer, Trustee, Chairman of the Board or Responsible Managing Employee (RME). An agent for the contractor may sign only when a letter of authorization from the contractor authorizing the agent to sign is presented at permit issuance. The person signing must list his/her title.

5. Workers' Compensation Declaration

This statement may be signed by the contractor, owner, tenant, lessee or an agent of one of these. A valid Certificate of Workers' Compensation Insurance must be presented at permit issuance. The certificate:

- Must show the name of the insured.
- Must list the policy number, effective date, and expiration date of the insurance policy.

If item 5.c. is checked, only the contractor or owner may sign this area, **NOT AN AGENT**. This section is signed only when the owner or contractor will have no employees on the job.

Note: If you are *not* an Owner-Builder, proof of Workers Compensation Insurance is required at the time of permit application. You must present proof of Workers' Compensation Insurance at the time this application is presented.

6. Owner-Builder Declaration

This statement may be signed by the owner, lessee, tenant, architect, engineer, licensed pest control operator, or an agent of any of these. In every case, a separate Owner-Builder Verification form must also be signed by the owner. One of the three boxes must be checked.

7. Construction Lending Agency

This statement may be filled in by anyone. If the name of the lending agency is not known, the word "unknown" should be written here.

8. Applicant's Signature

This statement may be signed by the contractor, owner, or their agent.

Inspection

To Schedule: Call (858) 581-7111 to schedule an inspection (minimum rough and final inspection). If excessive inspections are required, fees assessed by the inspector will be at a rate of \$75 per reinspection.

After-Hours, Weekend Inspections: Normal inspections are made until 3:30 p.m. weekdays. Inspections are available at extra cost after 3:30 p.m. and on weekends. An additional fee is required and it must be paid in advance. To schedule, call (at least one working day before you need the inspection) (858) 492-5070 weekdays from 7:00 a.m. to 3:30 p.m.